

# S.O.A.P.S.

**Document:** \_\_\_\_\_ **Reviewers** \_\_\_\_\_

## Subject

*Think about the information the document conveys.*

*Form an overall impression and then examine individual items or specific parts.*

1. What is the general topic?
2. What are three things the author said that you think are important?

## Occasion and Audience

What type of document is it?

- |  |                                      |                                       |
|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Newspaper     | <input type="checkbox"/> Poster      | <input type="checkbox"/> Letter       |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Drawing     | <input type="checkbox"/> Diary entry  |
| <input type="checkbox"/> Leaflet       | <input type="checkbox"/> Map         | <input type="checkbox"/> Memorandum   |
| <input type="checkbox"/> Flyer         | <input type="checkbox"/> Photograph  | <input type="checkbox"/> Legal record |
| <input type="checkbox"/> Speech        | <input type="checkbox"/> Other _____ |                                       |

*What are the unique physical qualities?*

- |   |                                  |                                    |
|---|----------------------------------|------------------------------------|
| <input type="checkbox"/> Handwritten                                    | <input type="checkbox"/> Typed   | <input type="checkbox"/> Signature |
| <input type="checkbox"/> Picture, symbols                               | <input type="checkbox"/> Seal(s) | <input type="checkbox"/> Notations |
| <input type="checkbox"/> Letterhead                                     | <input type="checkbox"/> Stamps  | <input type="checkbox"/> Caption   |
| <input type="checkbox"/> Official stamp: i.e., date, "RECEIVED," "PAID" |                                  |                                    |
| <input type="checkbox"/> Other _____                                    |                                  |                                    |

*Support each answer with document evidence:*

1. Who was the intended audience?
2. When was the document created or circulated?

## Purpose

1. Why do you think this document was created?
2. What specific evidence in the document helps you know why it was created?
3. What does the document convey about life in the United States at the time it was created?
4. What questions does the document raise?
5. What questions do you have for the author of this document?

## Speaker

*Think about the occupation, gender, religion, nationality, and class of the creator of the document.*

1. Who created the document? and how do you know?
2. What position or title did he or she hold? And how do you know?
3. What biases might he or she have? And how can these biases influence the document?
4. Whose voice is not represented in the document?
5. Why do you think that voice was left out?